

30 January 1952

MEMORANDUM FOR: CHIEF, SECRETARIAT UNIT

SUBJECT: Principles of Attendance at Covert
Coordination Committee Meetings

1. Keep meetings small—minimum on a need to attend basis.

2. Never invite Personnel, Procurement or Services unless a major part of support or control falls into their area of responsibility.

3. Try to restrict normal attendance to:

[REDACTED]

General Counsel
Comptroller

[REDACTED] (only when there is large commercial interest)
Plus the Case Officer who may bring senior Division heads
i.e., Chief or Deputy or otherwise designated representa-
tives)

4. Except for Operating Division representation, there should be only one representative of each of the above offices.

5. If a project appears to be—or if a Division requests unusually discreet handling, the meeting of the Covert Coordination Committee should consist only of:

[REDACTED]

Any other participation required for a quorum will be done by [REDACTED] or myself on a hand-carry and verbal explanation basis.

6. Issue a memorandum to each Division advising that if they have an extraordinarily sensitive project to so advise in order that a minimum quorum may be provided for.

[REDACTED] Chief
ADMINISTRATIVE STAFF (Special)